

THIRD LSC MEETING SUMMARY AGENDA

Note: As with any tools drafted for the service system field test, this agenda is meant to offer ideas, not to be a mandate. Please adapt it for local use.

There are four main parts of the third LSC agenda: monitoring progress on projects, evaluating any completed projects, updates on ongoing services, and the discussion of any issues related to groups or GSFs. These can be tackled in any order. Because there may be some decision making needed with the project plans, you may want to tackle this part of the agenda when you think LSC attendance will be highest.

Opening

- Moment of silence and NA prayer
- Read LSC Purpose from LSC Basics
- Review agenda for the day
- Introductions and welcome
- Review the LSC planning cycle and explain where you are in the process

Uncompleted Projects

- LSB reviews progress on project plans one by one, including tasks to be achieved and budget targets
- Discuss any issues with each

Completed Projects

- Evaluate any completed projects focusing on whether the aims of project were achieved and whether budget targets were met
- Discuss any ideas for improvements or any follow up work that may be needed or desirable

Ongoing Services

- Those responsible for ongoing services (e.g., subcommittees, coordinators, LSB members) give updates on their activities including budget targets
- Discuss any issues with each

Group/GSF Issues

- GSFs and/or groups give updates
- Discuss any issues that are coming from GSFs or groups

Session Conclusion:

- Review the decisions made today and discuss the next step in the process, including the distribution of the planning assembly survey tool and the election process, both of which happen at the next LSC.

DETAILED AGENDA: THIRD LSC MEETING

BEFORE THIS SESSION:

The LSB will have distributed updates on each of the project plans, along with reports on ongoing services and projects to GSFs and/or groups, each month prior to this meeting.

[Facilitators tip: It may be wise to have copies of the projects plans approved at the second LSC available at this meeting, and to redistribute them electronically in advance, to ensure that everyone is familiar with them. You may also want to have copies of the LSB monthly reports handy for any new group delegates or interested members.]

OPENING

Begin the session with a moment of silence and an NA prayer.

Introduce the LSB members, including the facilitator. Ask everyone to take a moment during the day to make sure their contact information is included on the sheet provided. Go around the room and have everyone else introduce themselves and give their position if they are a trusted servant.

Read **The Purpose of the LSC** from **LSC Basics**.

Review **What Happens at LSC Meetings** from **LSC Basics**:

The First LSC - The Planning Assembly

- At the annual planning assembly, we have identified the most important issues that might affect service delivery and brainstormed and prioritized solutions

The Second LSC – Project Plans Approval

- From those prioritized solutions, the LSB has created project plans that the LSC voted on at the second LSC meeting. As part of voting on those plans, the LSC approved the point person for the project and the possible expense. Along with the project plans, the LSC also approved an overall budget for all services at this meeting.

The Third LSC – Monitoring and Evaluation

- This third LSC will mostly be devoted to monitoring ongoing services and current projects and giving any input on them (there will be monthly monitoring by the LSB as well). If any projects have been completed, they will be evaluated, and we will begin preparing for the planning assembly.

The Fourth LSC – Monitoring and Evaluation; Beginning to Plan for Assembly

- The fourth LSC has the same focus as the third but there are also a couple of things that need to take place to prepare for the planning cycle that begins at the next LSC. Elections should be held for the year ahead, and the community survey is distributed to prepare for the annual planning assembly

Take a few moments to reiterate that today is the third LSC. The main objective is monitoring projects and ongoing services, as well as evaluating any completed projects.

REVIEW TODAY'S AGENDA

- Review progress on project plans approved at the last LSC
- Evaluate any completed project plans
- Get updates on ongoing services
- Get updates on GSFs and address any group-related issues
- Review decisions made today and prepare for the next LSC

REVIEW PROGRESS ON PROJECTS

- Have the trusted servant responsible for each project report one by one.
- Focus on whether the tasks outlined in each project have been achieved in the time frame stated and whether budget targets have been met.
- Discuss any issues with the projects, making any necessary adjustments. CBDM Basics may be a useful resource if any in-depth discussions are required.

REVIEW COMPLETED PROJECTS

- Evaluate any completed projects focusing on whether the aims of project were achieved and whether budget targets were met.
- Discuss any ideas for improvements or any follow up work that may be needed or desirable.

ONGOING SERVICES

In addition to projects, much, probably most, of the service delivery in the LSC falls under the category of “ongoing services” or recurring projects (such as events that are held every year). These ongoing services aren't a part of the project creation and approval process, but they still need to be monitored and evaluated at each LSC. It's important to make sure that the LSC and the groups within it are kept up-to-date with what's going on related to ongoing services.

- Those responsible for ongoing services and recurring projects (e.g., subcommittees, coordinators, LSB members) should submit detailed written reports about their service activities.
- Verbal reports should include highlights and things that need particular attention.

GROUP/GSF ISSUES

GSFs should be the forum for detailed discussion of group issues. The LSC's focus is more about issues or challenges that cannot be resolved at the GSF level.

- GSFs should submit a detailed written report about their GSF (there is a template included in the GSF tools)
- Verbal GSF reports should include highlights and things that need particular attention

- Are there any group issues that were not mentioned in the GSF report that the LSC needs to address?

CONCLUSION/WRAP-UP

- Review the decisions made today and the next step in the process, including the location and date of the next LSC meeting and any other necessary announcements
- Review the Planning Assembly survey tool, reminding everyone that it will be distributed at the next LSC. Discuss any ideas for revisions to the tool.
- Review the timeline for completing and returning the surveys.
- Review the election process to be used at the next LSC, including any relevant timelines for receiving resumes etc.
- Allow time for any Q&A.

This draft was produced for the Service System Proposals field test. It is a work in progress. Please send any input on the draft to: worldboard@na.org.

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